

King County District Court
Office of the Presiding Judge
W1034 King County Courthouse
516 Third Avenue
Seattle, Washington 98104
Telephone: (206) 205-2820
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Judge J. Wesley Saint Clair,
Chief Presiding

Tricia Crozier,
Chief Administrative Officer

September 5, 2003

Dear Interpreters:

I am writing to bring to your attention the upcoming changes to the Interpreter Payment Procedures. On August 22nd, 2003 the King County District Court Judges Executive Committee adopted OPR-2003-1, a copy of which is attached. These procedures closely align with Superior Court's procedures and will take effect on Monday, September 15, 2003.

I would like to bring to your attention the following changes:

- The court will pay for actual time spent, over and above the minimum one hour, by increments of five minutes.
- A mileage chart is attached showing the distance between court facilities. Mileage will only be paid to interpreters who work at multiple sites, more than 15 miles apart, during the same morning or multiple sites, more than 15 miles apart, during the same afternoon. Compensation will be \$25 for travel and mileage.
- The West Division has multiple locations within walking distance of the main courthouse. They are to be billed as one location. Jobs completed within the one-hour minimum are to be included on one invoice and not invoiced separately. While this is not a change from the previous policy, there has been some confusion as to varying locations within the one division.
- Interpreter rates are:
 - Uncertified \$35 per hour
 - Certified \$45 per hour
 - Agencies \$50
 - Holiday/weekend/evening coverage will be paid at \$10 over regular rates (Evenings referring to City of Duval Redmond Courthouse only).
 - There will be no grandfathering in of non-certified interpreters currently being paid the certified rate.

Respectfully,



J. Wesley Saint Clair

Presiding Judge

cc: Tricia Crozier, Chief Administrative Officer
Donna Brunner, Director of Budget and New Development
Cathy Grindle, Director of Technology

Attachments:

King County District Court

Policy Statement

Policy name: Interpreter Payment Procedures

Policy No. OPR – 2003 -1

Proposed by: Leadership Team

Date Proposed: 8/5/03

Adopted by: Executive Committee

Date Adopted: 8/22/03

Effective Date: 9/15/03

Other Policies Affected:

Replaces: OPR-95-4;OPR-99-1;OPR-2000-2

The guidelines for paying interpreters are set forth in the attached King County District Court Interpreter Payment Procedures

INTERPRETER PAYMENT PROCEDURES

1. Payment for interpreter services is subject to the following guidelines. These guidelines can be exceeded only in extraordinary circumstances and only with the prior written authorization of the court.
2. The Court will provide interpreters for the deaf and hard-of-hearing in civil and criminal cases per RCW 2.42.
3. In criminal matters, the Court will provide interpreters for non-English speaking parties in criminal cases per RCW 2.43.
 - a. Interpreter services for attorney interviews with indigent clients will be paid at the minimum of one hour.
 - b. The court may order interpreter services for the purpose of interviewing non-English speaking parties or witnesses for non-indigent defendants. The defense counsel will submit to the Court the invoice with a copy of the court order authorizing services at public expense. No payment will be made without original invoice. "Agreements to Pay" submitted in lieu of an invoice will not be paid.
4. In civil matters, for non-English speaking parties or witnesses, the Court will provide an interpreter at public expense if the party requesting interpreter services proves indigency through completion of an In Forma Pauperis (IFP) form and Financial Disclosure Form. The Court will pay a maximum of one (1) hour service for an interpreter to assist in document preparation. A copy of the In Forma Pauperis Order is to be kept in the Court file. If the Court does not determine indigency the cost of the interpreter will be assessed as a reimbursable court cost.
5. The Court will pay for actual time spent (rounded to the nearest five (5) minute interval in providing interpreter services including waiting time from the assigned time of arrival until the completion of the services for that event. The interpreter will be paid for a minimum of one-hour service for the first appointment of the day. If service is for more than one hour, or there are subsequent appointments during the day, payment will be based on actual time incurred, rounded to the nearest five (5) minute interval. However, a subsequent appointment, any part of which occurs during the initial hour of service shall not be separately compensated and shall be included in the one-hour minimum compensation.
6. Interpreters requested to work at two or more District Court sites on the same day will be compensated in the following manner:
 - a. Interpreters working at multiple sites, more than 15 miles apart, during the morning or multiple sites, more than 15 miles apart, during the afternoon shall be compensated a total of \$25.00 for travel time and mileage. See attached chart for mileage between District Court sites.
 - b. West Division has courtrooms in multiple locations within walking distance of the main courthouse. These are to be billed as one location. Jobs completed within the one-hour minimum are to be included on one invoice, not invoiced separately.
 - c. Interpreters working at one site in the morning and another site in the afternoon will **not** be compensated for travel time or mileage between sites.

7. Interpreters will be compensated as follows:

- a. Uncertified \$35 per hour
 - b. Certified \$45 per hour
 - c. Agencies \$50
 - d. Holiday/weekend/evening \$10 over regular rate. (Evening refers to City of Duvall at Redmond Courthouse only.)
 - e. American Sign Languages Sign and Captioner rates by individual agreement.
 - (a) Jury trials or bench trials lasting more than two hours necessitate two ASL interpreters be present. Each will submit individual invoices for payment of the same job.
8. Sign Language interpreters for deaf and hard-of-hearing jurors will be compensated as follows. If the deaf or hard-of-hearing juror is selected, District Court will pay for all time during which interpretation services were rendered. If the deaf or hard-of-hearing juror serves less than four days less the time for which the interpreters are able to find work. (The four days of interpretation services secured are for two days of mandatory jury duty and two succeeding days of possible trial time.) The interpreters will provide written verification to the Court that they were not able to secure any replacement work for any of the cancelled time.
9. The Interpreter Coordinator has the authority to approve payment of interpreter services that may occur under “Special Circumstances” not otherwise covered under these policies. Authorization for payment will be accompanied by either documentation and/or written explanation attached to the interpreter’s invoice submitted for payment. The Interpreter Coordinator will make an entry documenting the approval on the web application.
10. Cancellation Policy – In the event of cancellation by the Court, the interpreter will only receive payment for reserved time as follows:
- a. **No payment** shall be made if the interpreter is notified more than 24 hours prior to the start time of the requested service that interpreter services are no longer needed.
 - b. If insufficient notice of cancellation is given, the court will reimburse the interpreter for the minimum of one hour for all jobs other than jury trials. Jury trial reservations will be reimbursed at the rate of two hours minimum.

11. Payment Process

- a. **A District Court Interpreter Invoice shall be used in all cases for payment.**
- b. Interpreter invoices must be submitted to the District Court location/Probation office where service was rendered.
- c. If the service was provided in a public defender’s office the invoice must be submitted to the District Court location where the case is filed.
- d. All invoices are due to District Court within 30 days of date of interpreter service rendered or the voucher may not be honored and paid. If voucher is submitted and paid after the thirty days, a research fee of \$15.00 or 10% of the amount due, whichever is greater, will be deducted from the amount due and paid.

District Court Mileage Chart Approximate Mileage one-way

	Kent	Bellevue	Mercer Is	Issaquah	Redmond	Seattle	Shoreline	Burien	RJC
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Kent	-	18	15	22	25	20	31	13	1
Bellevue	18	-	3	9	9	9	18	17	18
Mercer Is	15	3	-	6	12	9	20	16	17
Issaquah	22	9	6	-	13	15	26	22	22
Redmond	25	9	12	13	-	16	21	25	26
Seattle	20	9	9	15	16	-	12	10	20
Shoreline	31	18	20	26	21	12	-	22	31
Burien	13	17	16	22	25	10	22	-	13

Division
Courthouse

Petitioner(s),
v.

MOTION & DECLARATION IN FORMA PAUPERIS FOR INTERPRETER SERVICE

(Language)

In Forma Pauperis motion and declaration
Revised 9/03
Draft submitted to Forms Committee

I am fluent in the _____ language and I have translated this entire document for the petitioner/respondent from English to that language. The petitioner/respondent has acknowledged his/her understanding of both the translation and the subject matter of this document. I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date: _____ Place where signed: _____

Interpreter's Signature

Petitioner's signature

Interpreter's printed name

Petitioner's/Respondent's Printed Name

In Forma Pauperis motion and declaration
Revised 9/03
Draft submitted to Forms Committee

_____ Division
_____ Courthouse

<hr/> <p style="text-align: center;">Petitioner(s),</p>)
)
)
<p style="text-align: center;">vi.</p>)
)
)
<hr/> <p style="text-align: center;">Respondent(s).</p>)
)

Case No. _____

ORDER AUTHORIZING INTERPRETER SERVICES AT PUBLIC EXPENSE

CLERK'S ACTION REQUIRED

The court having reviewed the motion and declaration for appointment of an interpreter at public expense, therefore IT IS HEREBY ORDERED,

- (1) THAT an interpreter in the _____ language is appointed to perform interpretation services during legal proceedings in this matter at public expense, and this order may at any time within one year be reviewed on motion of the Court, or any party.
- (2) THAT payment for said interpreter services shall be at a reasonable rate not to exceed \$35/hour for uncertified or \$45/hour for Washington State Court certified interpreters, and subject to payment policies adopted by the Court and available from the Office of the Presiding Judge.

Dated and signed on _____, 20_____

Judge/Court Commissioner

Presented By:

Petitioner/Respondent

Telephone Number

Revised 9/03
Draft submitted to Forms Committee